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*Letter from the City Clerk*

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### **IV. Reference**

City Charter, Sections 3-5 (Municipal Authorities, City Council)  
City Charter, Sections 14-33, including Resolution No. 984 (Elections)  
City Code, Chapter 8 (Elections)  
City Code, Section 2-113 (Financial Disclosure)  
Annotated Code of Maryland, Article 33, Section 10-311 (Challengers  
and Watchers)

### **V. Sample Forms**

Acceptance of Nomination  
Affidavit of Candidate  
Appointment of Treasurer  
Nomination Petition  
Report of Campaign Contributions and Expenditures  
Designation of Watcher/Challenger

### **VI. Blank Forms (in pocket)**

Those listed in V. (above), plus Report of Financial Interest forms

August 22, 2005

Dear Candidate:

Thank you for your interest in running for City Council.

This Candidate Packet is designed to assist you during your campaign. It contains:

- ◆ general information pertaining to candidacy, voting, and the election;
- ◆ the legislation (sections of the City Charter and the City Code) that govern the election; and
- ◆ all the forms necessary to run for City Council.

This year, there have been a number of changes in procedures and materials for the election. The changes have been incorporated into this packet but are also highlighted in a separate flier that is included in the forms pocket at the back of this folder.

As administrator of City elections, I shall do everything possible to ensure a smooth and fair election process. If you have any questions concerning the election or the information included in this packet, please call me at 301-474-8000 or send me e-mail at [kgallagher@greenbeltmd.gov](mailto:kgallagher@greenbeltmd.gov). I'll be happy to give you any assistance that I can.

Sincerely,

Kathleen Gallagher  
City Clerk

August 22, 2005

Dear Candidate:

Campaigning for the 2005 Greenbelt municipal election will begin shortly. For years, Greenbelt has had a reputation for conducting one of the best municipal elections in Prince George's County. We are proud of that reputation and will strive to maintain it.

From the September 26 deadline for nominations until the election, candidates will be sent a copy of the agenda and agenda comments for all regular City Council meetings. We will also furnish a copy of the adopted budget document for FY 2006 to all candidates. These materials are also provided to current members of Council.

Any questions about City services or requests for information from City departments should come through my office. Candidates should be aware that any information provided to one candidate will also be shared, as appropriate, with other registered candidates. I will work to ensure that all candidates receive fair and equal treatment from City staff.

Serving one's community is a true calling. I applaud your decision to run for elected office.

Sincerely,

Michael P. McLaughlin  
City Manager

## **Introductory Information**

### **City Council Composition, Selection & Term**

The City of Greenbelt holds municipal elections in odd-numbered years on the Tuesday following the first Monday in November, as required by the City Charter. This year the election will be held on **November 8, 2005**.

Residents of Greenbelt are represented by a five-member City Council. All five Councilmembers are elected at large and must stand for re-election every two years. As prescribed by the City Charter, at its first meeting following a regular municipal election, the Council chooses from among its members the Mayor and the Mayor Pro Tem. Historically, the Council has elected the candidate with the highest number of votes Mayor and the one with the second-highest number Mayor Pro Tem.

<b>Important Dates – 2005 Election</b>	
First day to obtain papers and to file nomination petition	Monday, August 22
Last day to file nomination petition (by 5:00 p.m.)	Monday, September 26
Date of drawing for place on ballot (7:30 p.m., Council Room)	Monday, September 26
Last day to register to vote (by 4:30 p.m. – Upper Marlboro)	Monday, October 10
First day to receive an absentee ballot*	Wednesday, October 19
Interim Contributions & Expenditures report (11/5/03 - 10/20/05) due by 12 noon	Monday, October 24
Final date to request regular absentee ballot (12 noon)	Monday, November 7
Election 7 a.m. - 8 p.m. (consistent with state practice)	Tuesday, November 8
Absentee ballots must be submitted by 6 p.m.	Tuesday, November 8
Final Contributions & Expenditures report due by 5 p.m.	Monday, November 14
Charter Meeting of New City Council/Swearing-In (7:30 p.m.)	Monday, November 14

\*Beginning with 2005, any qualified voter may vote absentee in a City election.

## **Requirements for Candidates** **(a summary list)**

*Any qualified voter who resides within the corporate limits of Greenbelt is eligible to run for City Council, provided that he or she obtains the signature of at least 50 registered voters on a nomination petition and complies with all City election laws.*

1. Submit a completed nomination petition, financial disclosure statement, acceptance of nomination, appointment of treasurer, and affidavit of candidate no later than 5:00 p.m. on September 26. (If you have already submitted the appropriate financial disclosure form(s) as a sitting Member of Council or as a member of a Council advisory board, you need not submit another one to run for office.) **The Nomination Petition and Affidavit of Candidate forms must be notarized.**
2. Attend the drawing for placement of candidates' names on the ballot (or send a representative) on September 26 at 7:30 p.m. in the Council Room of the Municipal Building. The drawing for placement for the voluntary City right-of-way sign program will also occur at this meeting.
3. If you wish to participate in the voluntary City right-of-way sign program, deliver your signs to the City Clerk along with a \$75 check made payable to the City of Greenbelt. (Signs/checks may be delivered after the drawing on September 26 or thereafter.)

Alternatively, you may post your own signs starting on September 27, provided you have paid the \$75 fee. You must post the sign in the correct location.

3. Submit a completed interim report of campaign contributions and expenditures by 5 p.m. on October 24.
4. If you wish, designate Watcher/Challenger(s) using the appropriate form by November 8.

CITY ELECTION -- November 8, 2005    7:00 a.m. - 8:00 p.m.

5. Submit a completed final report of campaign contributions and expenditures by November 14 at 5:00 p.m.
6. If elected, attend the Special Charter Meeting on November 14 at 7:30 p.m. to be sworn into office.

***Blank copies of all forms can be found in the pocket at the end of this packet.***

## **Role of the City Clerk**

In accordance with the City Charter and City Code, the City Clerk is charged with certain responsibilities concerning the administration of municipal elections. Kathleen Gallagher is the City Clerk, and she will be glad to assist candidates in matters related to election procedures and to provide any information that is requested. She is also the staff liaison to the Board of Elections. The City Clerk can be reached at 301-474-8000 or by e-mail at *kgallagher@greenbeltmd.gov*.

## **Role of the Board of Elections**

The City Charter provides for a Board of Elections. The current members of the Board of Elections are:

Judith Ott (Chair)  
Jean Cook  
Steven Gilbert  
Pamela Gregory  
Dorothy Lauber

As prescribed by City Charter, the responsibilities of the Board are to:

- a. Review periodically City election procedures.
- b. Recommend to the Council amendments to City election regulations and procedures when it deems such amendments will provide for the improved conduct of elections.
- c. Hear appeals of decisions of the City Clerk.
- d. Remove from the ballot prior to the election the names of any candidates who have not complied with the filing requirements or who fail to file the interim financial contributions and expenditures report due on the third Monday before the election.
- e. Appoint election judges and clerks.
- f. Designate the polling places.
- g. Examine promptly any complaints that may be made with reference to the fitness or qualifications of any person appointed to be a judge or clerk; and remove from such position any judge or clerk found to be unfit or incompetent for such position.
- h. Certify the results of the election.
- i. Conduct recounts of votes cast at elections whenever there is doubt as to the accuracy of the count.
- j. Perform such other duties as may be assigned.

## **Voter Information**

### **Voter Eligibility & Registration**

To be nominated for City Council or to vote in the November 8, 2005, regular election, an individual must be a resident of the City of Greenbelt and **must be registered to vote in Prince George's County. Greenbelt does not maintain its own voter registration.** For purposes of the City election, the last day to register with the county is October 10 in Upper Marlboro (by 4:30 p.m.).

In order to register to vote in Prince George's County and be eligible to vote in Greenbelt elections, one must be:

- A citizen of the United States of America;
- At least 18 years of age as of November 8, 2005;
- Domiciled within the corporate limits of the City of Greenbelt as of the date of registration;
- Not convicted more than once of an infamous crime, and not currently under a sentence imposed pursuant to a conviction of an infamous crime. (Questions about this should be directed to the County Board of Elections at 301-430-8020); and
- Not under guardianship for mental disability.

#### **Where and How to Register:**

You may register in person at the Prince George's County Board of Elections, 16201 Trade Zone Avenue, Upper Marlboro, MD 20772, weekdays from 8 a.m. to 4:30 p.m.

Although voter registration forms must be returned by mail or in person to the County Board of Elections in Upper Marlboro, forms may be acquired in several ways:

- **In person.** At the Greenbelt Municipal Building, 25 Crescent Road; the Greenbelt Branch Library, 11 Crescent Road; at the County Board of Elections, 16201 Trade Zone Avenue, Upper Marlboro; or at the Motor Vehicle Administration from 8:30 a.m. to 4:30 p.m. (11760 Baltimore Ave., Beltsville, or 10251 Central Ave., Largo).
- **By mail.** Residents may also call the County Board of Elections at 301-430-8020 to request a form by mail.
- **On the Internet.** Forms may also be downloaded and printed from the Web site of the Maryland State Board of Elections at:  
*<http://www.elections.state.md.us/citizens/registration/application.html>*



When forms are completed, they may either be mailed or be delivered to the Prince George's County Board of Elections in Upper Marlboro. Registration forms must be received by the Board of Elections in Upper Marlboro before **4:30 p.m. on October 10**. Anyone registering after that date will not be placed on the rolls until after the City election.

Questions concerning voter registration should be addressed to the Prince George's County Board of Elections at 301-430-8020.

## **Voter Registration Lists**

Voter lists and mailing labels are available from the Prince George's County Board of Elections in Upper Marlboro. A fee will be charged. For more information, contact that office at 301-430-2080 or go the Prince George's County Web site at <http://www.goprincegeorgescounty.com>. On the "Select an Agency" menu, choose "Elections." Then, from the menu bar on the left side, choose "Voter Product Info & Costs."

## **Absentee Voting/Emergency Absentee Voting**

The City Charter provides that any qualified voter of the City of Greenbelt may vote by absentee ballot, provided that timely application for such a ballot has been made. Written applications for absentee ballots will not be processed in the City Clerk's office until 20 days before the regular election (October 19), and no later than noon of the day preceding the election (November 7).

Although in the past, voting absentee required an "excuse" for not being able to go to the polls on election day, now any qualified voter may choose to vote this way in Greenbelt municipal elections.

A qualified voter may request an absentee ballot by filling out a form in the City office or by printing it from the City Web site and mailing it to the City clerk. Instead of using the form, the voter may also write a letter of request. The letter must include both the printed/typed name of the voter as it appears on the voter registration list, the signature of the voter, the address to which the ballot should be sent, and, if different, the address of legal Greenbelt domicile. A separate letter or application form must be submitted for each individual requesting an absentee ballot.

If an emergency occurs (sudden illness, accident, family emergency, etc.) between 12 noon on November 7, and 6:00 p.m. on November 8, a qualified voter may request an emergency absentee ballot. The same information must be provided, but the reason for the emergency request must also be given.

**Completed absentee ballots must be received in the City Clerk's office no later than 6 p.m., Tuesday, November 8, in order to be**

**counted. No absentee ballot will be accepted after this deadline.**

## **Polling Locations & Hours**

Polling will take place from 7:00 a.m. to 8:00 p.m. on Tuesday, November 8, 2005, at the following locations:

- Precinct 3 - Community Center (Gym), 15 Crescent Road
- Precinct 6 - Police Station (Multipurpose Room), 550 Crescent Road
- Precinct 8 - Springhill Lake Rec. Center (Club House), 6101 Cherrywood Lane
- Precinct 13 - Greenbriar Community Center, 7600 Hanover Parkway

## **Map & Precincts**

The map on the next page shows the election precincts.

## **Candidate Information**

### **Use of City Manager's Office**

The City Manager is Michael P. McLaughlin. His office will be happy to cooperate in providing information to any candidate upon request concerning the City or its operation, subject to the following limitations:

1. If extensive research is required, the candidate or his/her representative will need to perform the research. Staff will only be able to make the appropriate records available.
2. If extra copies of printed materials are already available, they will be issued upon request. Photocopies of short reports and documents will be made for a candidate upon request. Arrangements for copies of other material will have to be made by the candidate with the City staff. Photocopying will be done as soon as possible, but there might be some delay if staff members are busy on other projects. Copies of more than a few pages will be charged at 15 cents per page.
3. Information requested by one candidate will be provided to all candidates if it is thought that not doing so may give one candidate an advantage over another, or if it is believed that such material is to be used or could be used to discredit another candidate.
4. This office cannot assist in the writing of, or commenting upon, drafts of campaign material. It is the responsibility of the candidate to verify the accuracy of any statements made in campaign literature.
5. Public statements of the City Manager or City employees may, of course, be quoted. It is requested, however, that in using such

statements, no implication—direct or indirect—be made that the City Manager or an employee supports or opposes a candidate. If any such impression is given, the City Manager's office may take action to correct the implication.

## **Employee Participation in Campaigns**

The City Code prohibits employees from participating in a City election campaign, other than by casting a ballot. Please do not try to enlist the participation of employees, and please understand their reasons for refusing to assist. If an employee violates this Code provision, please notify the City Manager, and appropriate action will be taken.

The exception to this prohibition is that state law allows a police officer to participate in an election campaign as an individual, so long as the officer does not campaign during duty hours or in an official capacity as a police officer.

City employees are available to assist in any reasonable manner possible. In the heat of a campaign, however, incidents have occurred in which attempts were made to involve one or another department of City government. City employees do not wish to be brought into a campaign dispute. Please do not expect employees to take sides.

## **Election Regulations**

Rules and laws pertaining to state and county elections are not applicable to City elections, except where the City Charter specifically provides that they shall be applicable. At the same time, City elections are conducted in a similar manner and follow the administrative rules of conduct used by the state and county, where applicable.

## **Nomination of Candidate**

Section 20 of the City Charter requires that a candidate file a nominating petition signed by at least 50 qualified voters. A sample petition and blank copies are included in this packet. This format is prescribed by the City Charter. No other petition is acceptable.

## **Rejection & Resubmission of Nomination Petition**

If a nomination petition is determined to be invalid, the City Clerk will notify the nominee within three business days. This is usually because some of the signatures are determined to be invalid (i.e., not from registered voters). Nominees must obtain additional valid signatures and resubmit the petition to the City Clerk. *Please note: All candidates are encouraged to submit a petition with more than 50 signatures in case any signatures are*

*disqualified. If the nomination petition is submitted too close to the deadline, there may not be enough time for resubmission in the event invalid signatures are found. Please encourage your petitioners to print their names clearly as they appear on the voter registration list, in addition to providing the required signature, in order to aid the validation process.*

## **Financial Disclosure**

Section 2-113 of the City Code requires that each candidate file a financial disclosure statement at or before the time the acceptance of nomination is filed. Incumbent candidates should have already complied with the disclosure requirements and are not required to file again. Non-incumbent candidates are required to file a statement covering the period from January 1, 2004 through December 31, 2004. They must file a supplementary report for the period January 1, 2005 to June 30, 2005, only if there are any new or additional financial interests during the first six months of the year. The supplementary report is not otherwise required. Blank financial disclosure forms are included in this packet.

## **Acceptance of Nomination**

Upon filing a nomination petition, a candidate is also required under Section 20 of the City Charter to file a written acceptance of nomination. A sample acceptance of nomination and a blank form are included in this packet.

## **Affidavit of Candidate**

Section 8-12 of the City Code requires each candidate to file, along with the nominating petition, an affidavit containing a sworn statement providing the candidate's name, date of birth, social security number, and residence address. Any candidate who fails to comply with this requirement or who files a false statement will be deemed unqualified, and the Board of Elections will remove that candidate's name from the ballot prior to the election. A sample and blank affidavit are included in this packet.

## **Campaign Literature/Authority Line**

Section 8-10 of the City Code requires that every person who publishes or distributes, or causes to be published or distributed, any written or printed matter relating to or concerning any candidate for City elective office, or for the acceptance or defeat of any City referendum, be responsible for the statements contained therein and be identified by an authority line. The authority line must include the name, address, and title (if any) of the responsible person, except that the address need not be shown if it has been already been provided to the City Clerk. ***The authority***

***line must appear on all literature, Web sites, advertisements and signs.***

## **Appointment of Treasurer**

Section 8-25 of the City Code requires that each candidate appoint a campaign treasurer. The appointment must be made prior to the acceptance of the nomination. The form used to make this appointment is included in this packet.

## **Campaign Contributions and Expenditures**

Included in this packet are information and forms pertaining to campaign contributions and expenditures. The interim report is due on Monday, October 24, no later than 5 p.m., for the period November 5, 2003, through October 20, 2005. **Any candidate who fails to file the interim report will be deemed unqualified, and the Board of Elections shall remove that candidate's name from the ballot.** The final report for the period October 21 through November 8 is due Monday, November 14, prior to 5:00 p.m. in the City Clerk's office. Only those candidates who have submitted their reports will be sworn in to office at the Special Charter Meeting on November 14.

Reporting requirements for campaign contributions and expenditures can be found in Sections 8-21 to 8-24 in the City Code. Candidates are required to itemize each contribution and expense of more than \$25, as well as providing totals of all contributions and of all expenditures (including those of \$25 or less). A candidate being reimbursed for expenses should indicate the end-recipient of the funds. Questions may be addressed to the City Clerk.

## **Campaign Signs**

The City does not permit electioneering signs of any type on City property or street rights-of-way, **except for** a number of specific sites that have been designated for this purpose by the City Council. This program is voluntary, though all candidates usually participate. Any candidate wishing to participate must provide the signs and pay a \$75.00 fee to defray the City's costs for the posts and labor.

Signs may be given to the City Clerk, who will have them placed on posts in the designated locations. The signs are to be no larger than 18" x 24". A small number of extra signs may be provided for replacing signs damaged by weather or vandalism.

Alternatively, candidates may place their own signs in these locations.

They must place them on their assigned slot as determined by the lottery on September 26. Signs may be posted beginning September 27, 2005. All signs will be removed on November 9, 2005, and may be picked up from the City Clerk's office.

In the past, the nine sites listed below are where campaign signs have been posted on City property. Beginning with this election, the City Council has directed that staff add up to two additional locations in each of the three sections of town. As soon as these sites have been finalized, the City Clerk will update this information for the candidates.

- Edmonston Road at Breezewood Drive, southwest corner
- Edmonston Road right-of-way on the east side of the street, across from the Edmonston Road/Springhill Drive intersection
- Springhill Lake Recreation Center
- Northeast corner of Ridge Road/Crescent Road intersection
- Southwest corner of Southway/Crescent Road intersection
- Northeast corner of Lakecrest Drive/Greenbelt Road
- Greenbriar Park - Northwest corner of Mandan Road/Hanover Parkway, between bus shelter and Eleanor Roosevelt entrance
- Mandan Road Ball Field: In the right-of-way of Mandan Road, across from where Ora Glen intersects with Mandan Road
- Schrom Hills Park, near entrance

Although there are no City laws or regulations regarding campaign signs on private property, since 1991, most candidates have taken part in a voluntary agreement restricting signs on some or all types of private property.

The City will take no action concerning signs placed on school (county) property, state highway property, or private property, except within 150 feet of polling places. It is the policy of the Maryland State Highway Administration to remove and destroy signs found on state highway property.

## **Electioneering**

Electioneering is not allowed within 150 feet of the building doors that serve as the primary entrance(s) to polling places. Voters complained for many years about having to "run a gauntlet" to get to the polls on election day, and candidates were sometimes embarrassed by the aggressive behavior of some of their poll workers. As a result, in elections from 1991 through 2003, City law prohibited electioneering within 300 feet of the polls, effectively eliminating most electioneering altogether. In order to make elections more visible on election day, it has been decided to try changing the restriction to 150 feet. **Please advise your campaign workers of this law. You may also wish to direct them to behave appropriately and treat voters with respect, since your poll workers will often be the last impression citizens have of you before casting their votes!**

Aerial maps are being prepared to show the 150' distance from the entrances to the polling places. A set of these will be sent to you as soon as they are completed.

## **Challengers and Watchers**

Included in this packet are the necessary forms to designate challengers and watchers. These forms should be presented to the election judge at the precinct where the designated person will be. Candidates are permitted to designate one person for each polling place as both challenger and watcher, and one alternate per precinct. A person may serve as challenger and watcher for more than one candidate, if so designated. The City follows the law adopted by the state on the rights of watcher/challengers, a copy of which is included in this packet. Final decisions on challenges shall be made by the judge at each precinct. Advice may be sought from the City Clerk, and an appeal may be made to the Board of Elections.

## **Election Results**

Ballots are counted and certified by the judge and clerks at each precinct. These certifications are then delivered to the Board of Elections. The Board reviews the results and certifications and then issues a Final Certification to the City Clerk. This process takes time, and it must be conducted carefully and accurately. Unofficial results will be posted on the bulletin board outside the Municipal Building and announced on Channel 71 and the City Web site as soon as they are available. Official results will be posted and mailed to each candidate.

**Please do not call the City Clerk or City Offices after the polls close on election night.** The phone lines need to be kept open for communication with the precincts, and the City Clerk and the Board of Elections will be busy trying to conduct the certification.

## **Run-Off Election**

Section 31 of the City Charter provides that if fewer than five City Council candidates receive a number of votes amounting to 40% or more of the number of voters voting at the election, a run-off election will be held on the seventh day following the election to fill the vacancies remaining. In the event that an office cannot be filled because of a tie vote, a run-off election will also be held on the seventh day following the election.

## **Special Charter Meeting**

Section 5 of the City Charter stipulates that the newly elected members of the Council shall meet at 7:30 p.m. on the Monday following the election and assume the duties of office. This Special Meeting will be held on Monday, November 14, 2005. In the event of a run-off election, this meeting would be held on Monday, November 21, 2005.

During this meeting, the City Clerk presents a Certification of Election Results. The outgoing Mayor administers the Oath of Office to the new Council. The new Council selects a temporary chairman and elects the new Mayor. The new Mayor is sworn in by the Clerk of the Circuit Court for Prince George's County (or the Clerk's sworn deputy). Finally, the new Council elects a Mayor Pro Tem.

## **Council Responsibilities & Rules**

According to Section 4 of the City Charter “. . . all powers of the city shall be vested in a council of five members . . . .” Section 3 of the City Charter outlines the General Powers of the City and can be found in the reference section of this packet. The Council adopts its own Standing Rules. A copy of the standing rules may be obtained from the City Clerk.